



# CITY OF ATLANTA

## Job Announcement

### PARKING METER COLLECTION AUDITOR

**STARTING SALARY: \$37,634**

**Salary Grade: 18**

**Applications Accepted From: April 11, 2005 until vacancies are filled or until April 22, 2005**

#### **Minimum Job Requirements**

Applicants for this position must have an associate's degree in Accounting, Finance, Business/Public Administration or related field and three years of progressively responsible auditing and financial review experience in auditing; or an equivalent combination of education, training and experience which provides requisite the knowledge, skills and abilities for this job.

#### **Licenses and Certificates**

Applicants must possess a valid Georgia Driver's License and must remain valid while employed in this position. Verification required prior to appointment.

#### **Duties of the Job:**

This employee conducts internal audits of the various activities of the Parking Meter Program; performs audit fieldwork such as analyzing various financial documents and transactions, performing inventory test counts and reconciling accounts; reconciles audit results with actual revenue collection information; ensures that revenue collected is accurate; prepares reports on deficient conditions, and make recommendations for improvement; plans and schedules auditing projects; investigates discrepancies and conducts follow-up work of findings; prepares other related revenue collections reports as required.

#### **To Apply For This Job**

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107, Atlanta, GA. 30303.

Phone: (404) 330-6369

**[www.atlantaga.gov](http://www.atlantaga.gov)**

FAX: (404) 658-6157

#### **Affirmative Action/Equal Opportunity Employer**

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

**The hiring authority will contact only those applicants they deem most appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent regarding the status of your application.**

**THE EXAMINATION WILL CONSIST OF AN EVALUATION OF TRAINING, EXPERIENCE**